



OXTED & LIMPSFIELD CRICKET CLUB

How to add a news article to the Oxted and Limpsfield Cricket Club website

This guide is designed for administrators, to show you how to add a news article

You will need to access the administration portal of the website, if you are unsure how to do this check the user guide.

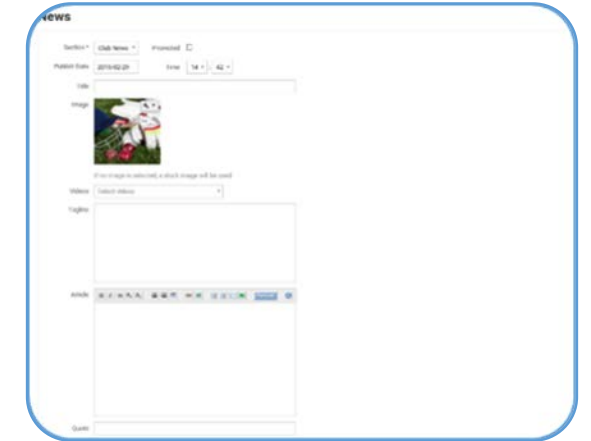
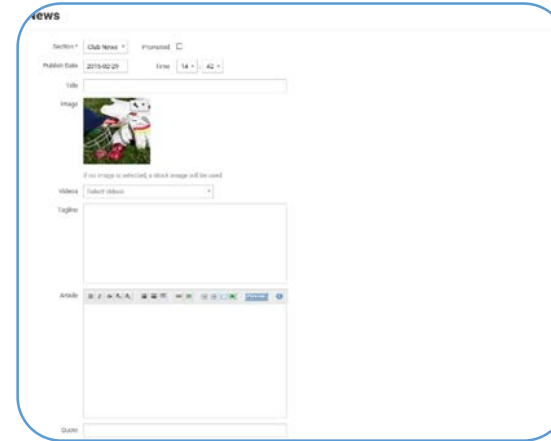
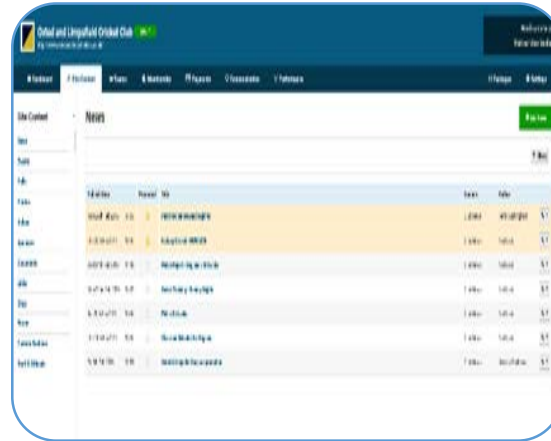
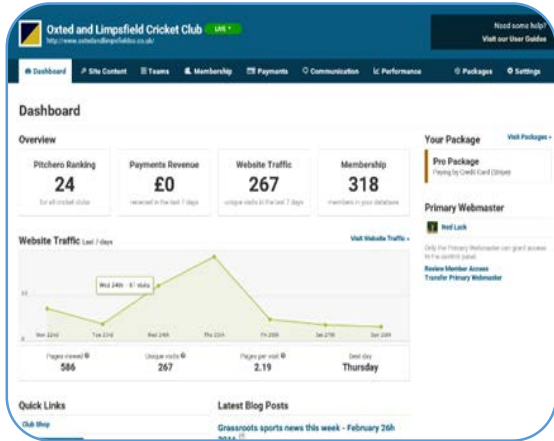
 www.oxtedandlimpsfieldcc.co.uk

 @OLCC_

 Oxted & Limpsfield Cricket Club



Adding a News Article



On the navigation bar (dark blue) click “Site Content” link

Click the green “Add News” button in the top right of the module page

You will then see the Create New News page
Fill in the form and add images/videos and click save (See the table on the next page to an explanation of the fields)

We encourage you to use your own photos rather than the generic site ones. See the user guide to see how to upload photos without sharing them.

Once you have filled out the fields you can preview your article or do some basic formatting of the text using the buttons on the top of the Article field.

Adding a News Article

Field	Options	What does this field do?	Required?
Section	Club news or team pages	You can choose whether to publish your article on the homepage or just individual team pages	Yes (defaulted to club news)
Promoted	Yes/No	Promoted stories will appear more often when the site cycles through the most recent news stories – please reserve this only for important news stories	No
Publish Date and Time	Any date or time in the future	You can delay the publishing of a news article if you like, so if you want a article to be published in the future just enter the date and time you want it published	Yes (but defaulted to publish immediately)
Title	One line of text	This is the headline of your article	Yes
Image	Stock Image or Your Own image	Please where possible use your own photos – for a guide to uploading images please refer to the user guide	Yes
Videos	Upload your own videos	If you would like to attach a video to the article you will need to upload this first, then select it from the drop down box	No
Tagline	A small snippet of text	The tagline will appear just underneath your Title	Yes
Article	As much text, tables, images, links as you want	This is the main body of your article, use the preview button on the options panel to see what your article will look like	Yes
Quote	A small snippet of text	The quote will appear on the article page as an excerpt from the article	No
Quote Author	A small snippet of text	This is where you can attribute your quote to someone	No
Documents	Attach documents to article	If you would like to attach a document to the article you will need to upload this first, then select it from the drop down box	No
Share with your members	Yes/No	Here you can decide whether to share a link to the article on the clubs' twitter and Facebook feeds	No (but please keep these selected unless you have a legitimate reason not to)